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6 July 1960

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Management Staff Accomplishment Report  
for Fiscal Year 1960

1. Attached are Fiscal Year 1960 OI cost data (Tab A) and reports of accomplishments for the major program areas of this staff. The accomplishments listed were selected as representative and are by no means all inclusive. Tangible dollar benefits are conservative estimates.

2. Details of OI costs, accomplishments and dollar benefits are shown in Tabs B through G.

Management Analysis Staff  
(DD/P Area) ----- Tab B

Management Analysis Staff  
(DD/S Area) ----- Tab C

Management Analysis Staff  
(DD/I Area ) ----- Tab D

Business Machines Service  
Staff ----- Tab E

Records Management Staff  
(Includes Records Center and  
Vital Records operations) -- Tab F

Suggestion Awards Staff ----- Tab G

3. [redacted] ext. [redacted] is familiar with all details of the report and will gladly answer any questions.

Signed

[redacted]  
Acting Chief, Management Staff

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